

SERC Meeting

June 3, 2002

10:00 a.m.

Rudy Raynes began the meeting at 10:02 a.m., a quorum was present, for those in attendance see attached roster. Mr. Kappa is unable to attend, Mr. Snodgrass will serve as his representative. The minutes of April 1, 2002 were reviewed. Mr. Raynes asked for corrections, deletions or additions. *Mike Agee made a motion to accept the minutes, Joe Wyatt seconded. Motion passed.*

Old Business:

DOJ Grants - Mr. Snodgrass reported on progress of the DOJ Grant. Mr. Snodgrass stated the '99 funds will designate \$71,000 per region and 3 state agencies will designate \$37-38,000. The DOJ grant manager, Mark Dozier arrived last week and explained the program in more detail, what are allowable expenditures, 2002 & 2003 funding as well as additional funds for exercises and administration. The 2002 funds will be 3.5 million minus \$158,00 for exercises and \$150,000 for other expenditures with 80% of the grant allocated to local jurisdictions (regional response teams). The deadline for application of 2002 funds is July 31, 2002 and Mr. Snodgrass expects to have the application done shortly.

HMEP Grants - Roane County has completed their 2002 HMEP Grant - Harrison, Mason and Wirt have not taken the initial payments yet. Progress reports are coming in slowly, we have not received March progress reports from: Harrison, Jefferson and Wirt. June progress reports are due this week. Shirley Lawson asked if counties do not use their grants will the funds be reallocated? Mr. Snodgrass said yes - the grant committee approved Kanawha/Putnam county to receive additional funds up to \$5000 and additional grant funds beyond that will be allocated to interested counties. Mr. Raynes stated the deadline for the 2003 grants is June 15, 2002 and a subcommittee needs to be set up to review incoming applications. Rudy Raynes, Loretta Bitner and Joe Wyatt will serve on the committee.

SERC Grants- Mr. Snodgrass reported Administration stated in order to process grants, a W-9 is required under federal guidelines. The Auditors office requires a W9 to process a grant request and the W9 must state LEPC, it can not be the county commissions. A letter has been sent to all LEPCs requesting everyone fill out a new one before any grants can be processed. If a grant is sent to the Auditors without the W9 the Auditor has authority to keep 30% of the grant funds to process a W9.

Plan Reviews - Paul Howard said the status of the plan review process has been on hold until he received comments from the group. There was discussion

on the review process, comments from the SERC and why it was tabled. Basically it was tabled until Mr. Howard could determine if NRT1 and NRT1A will allow the training/exercise schedule to be an annex/appendix.

The guidelines say it must be part of the plan, however several questions arose because training classes change periodically as do exercises. LEPCs did not want to include the information in the plan only to change the plan 2,3 or 4 times a year. It was felt it would be more efficient to place training classes and exercises in an annex which can be easily changed and distributed instead of the entire plan. Mr. Howard said NRT1 states you may attach yearly training schedules to the plan by appendix, it does not have to be in the body of the plan.

LEPC Membership Approvals -None

By-Laws -Mingo County has a second review and Pendleton is in for a first review. A checklist has been included with the packet for your convenience. The categories on the checklist were taken using the Berkeley County By-Laws as a guide. In 1996 the SERC asked Berkeley County to produce a sample By-Law which was offered to all LEPCs. There was discussion on Pendleton County By-laws and their categories and content. *Loretta Bitner made a motion to approve/accept Mingo County LEPC By-Laws, Joe Wyatt seconded. Motion approved.* Upon further discussion it was determined Pendleton LEPC needs to modify their By-Laws to meet the minimum standards the SERC has set. *Loretta Bitner made a motion to table Pendleton County By-laws until additional information is received, Joe Wyatt seconded. Motion passed.*

Training Subcommittee - Mr. Cox had nothing to report but asked about the training sub-committee and who was on it? Rudy Raynes said it was Jim Cox, Roy McCallister and himself. Sgt. McCallister will be returning, he has been reassigned back to headquarters and will be able to attend meetings.

Other New Business - Mr. Snodgrass reported the SERC/LEPC conference is progressing, there was some difficulty in obtaining speakers for the chosen topics but progress is being made and brochures have been sent to potential attendees. The SERC meeting will be Sunday night August 18, at 6:00 pm the same as last year. Also this year we will be using Kanawha/Putnam's version of Abbottsville to facilitate the exercise portion of the conference. Sara Wilfong (Stonewall Jackson Resort) presented information on their new facility, however their pricing structure is higher than hoped for. Ms. Wilfong has been unable to reduce the cost to conform to our needs. A list of additional properties has been included in the packet today, if anyone has other facilities they feel might meet our needs please notify Laverne or Cherie. We will be viewing facilities for the next two months so a proposal can be submitted during the SERC conference on a site for next years meeting. There was discussion on funding sources for the conference

and what the cost of the conference is per year -the SERC funds ½ and FEMA funds the other ½ for a total of approximately \$30,000 so funding is limited.

A question was raised if the SERC needs to produce By-laws? Mr Raynes indicated the SERC operates under Legislative Rule.

Joe Wyatt- Bureau for Public Health announced they have been fortunate to receive a grant from the Agency of Toxic Substance and Disease Registry to employ 2 ½ people. Those individuals will be doing the function of ATSB in the state. Some of those functions include public health assessments, health consultations, exposure investigations, community involvement activities and health education. This is an additional resource for responders at a hazardous materials incident. These individuals are available through the public health sanitation division, contact Joe Wyatt for information or assistance. At present the members are in Atlanta for training and include a toxicologist, epidemiologist and with a public health educator will be on board shortly.

Joe Wyatt moved to adjourn, Loretta Bitner seconded, Motion passed. Meeting ended at 10:55. Next scheduled meeting will be August 18, 2002 at the Marriott Hotel, Charleston, WV.